Ad. No: .....
Name: .....

DARUL HUDA EXAMINATION BOARD
ANNUAL EXAMINATION - MARCH 2023
SECONDARY SECOND YEAR (II)

Time: 2 hr(s) **INFORMATION TECHNOLOGY** **Marks: 50**

I. Fill in the blanks 10*1=10

(Home Page up 1987 ppt Dennis Austin
Feature All Programs PPT Robert Gaskins
Ctrl+Q Forethought)

1. The Microsoft power point was released on .....
2. Microsoft PowerPoint was created in a software company named .....
3. Microsoft PowerPoint is abbreviated as .....
4. Power point was developed by .....and .....
5. To start power point, click on start menu >>> ..... >>> MS office >>> PowerPoint
6. The default files extension of a power point is .....
7. To insert a new slide go to ..... tab, in the slides group, click new slide
8. Animation is one of the ..... of MS power point
9. Lose PowerPoint = ...
10. To go to Previous slide .....

II. Describe the following 4*3=12

1. What are the main features of Microsoft power point?
2. What are the uses of Microsoft power point?
3. Define the animation and transition.
4. What is a slide master?

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III. Choose the correct one 1*16=16

1. Which one of these offers the user with readymade templates and background designs?

   a. Insert b. Design c. Slide Show d. Home

2. From which menu the user can add Medias like pictures and symbols

   a. Home b.review c.insert d.design

3. The slide show option is available in which category of power point?

   a. View b. review c. slideshow d. animation

4. To start the slide show you have to press

   a. F1 b. F4 c. F5 d. F8

5. To exit from the slide show you can press

   a. Esc b. tab c. F11 d. F7

6. Which is the right term of presentation page

   a. Chart b. Slides c. Clip art d. Image

7. To center the selected text, the short cut key is

   a.Ctrl+C b. Ctrl+E c. Ctrl +O d. Cctrl+U

8. In which bar we can see the current position of slide

   a. Ribbon b. Title bar c. Status bar d. View option

9. Slide show is a feature of

   a. MS power point b. MS word c. MS excel d. MS access

10. Which files are contents readymade styles that can be used for a presentation document?

    a. Presentation b. Templates c. Letters d. Magic wands

11. To align left the selected text, the shortcut key is

    a. Ctrl +R b. Ctrl+L c. Ctrl+U d. Ctrl+ J

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12. What is shortcut key to add a new slide in the current presentation document?

a. Ctrl +N b. Ctrl+S c. Ctrl+B d. Ctrl+R

13. What is shortcut key to add a new page?

a. Ctrl+ N b. Ctrl+M c. Ctrl+U d. Ctrl+O

14. What is a set of unified design elements that provides a look for your document by using color, fonts and graphics?

a. Font face b. Theme c. Line spacing d. Hyperlink

15. In a MS power point 2007 a ..... is a connection from one slide to another slide

a. Header b. hyper link c. Footer d. Action

16. How many maximum slides can be added to a PowerPoint presentation

a. 100 b. 500 c. No fixed number d. 300

IV. Explain the steps by order 2*3=6

1. To go from 1st slide to 6th slide during the play of presentation
2. To apply different themes for several slides
3. To change the landscape page to the portrait

V. Match the following 1*6=6

1. Themes	New slide
2. Animations	Ctrl+y
3. Redo	View
4. Text box	design tab
5. Slide master	fly in
6. Home	Insert